

The Department of the Army-Job Opportunity Announcement

Job No.: NEGE03183018

Opening Date: May 2, 2003

Closing Date: May 15, 2003, Aended 5/6/03, Closes on May 19, 2003

Position Title (Pay Plan-Series): Secretary (Office Automation) (GS-0318)

Grade: 05, 06

Full Performance Grade: 06

Comments: We use an automated recruitment and referral system for filling our jobs. Use our resume builder to complete your resume and place it in our system for consideration under this announcement and for you to use to apply for other Army jobs. Go to the Army's Resume Builder. Applicants must show the ability to type 40 words per minute typing speed. Applicants may meet this requirement by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management, local office, or by self-certifying their proficiency.

This is a PERMANENT position.

Number of vacancies to be filled by this announcement: One.

Salary: GS-05: 26,429 - 34,353; GS-06: 29,459 - 38,297 per annum (includes 12.74 percent locality payment)

Region: Northeast

Organization:

U S Army Engineer District, Baltimore
Construction Division
Central Washington Area Office

Duty Station: Washington, DC

Area of Consideration:

- **Army employees with competitive status; and eligible Army CIPMS employees.**
- **Department of Defense employees serving on a Career or Career Conditional Appointment.**

- **Interagency Career Transition Assistance Plan (ICTAP) eligibles:** Current or former employees displaced from non-DOD agencies. Individuals seeking ICTAP eligibility must submit a copy of their Reduction in Force (RIF) separation notice (Notification Letter of SF 50) and a copy of their most recent performance rating.
- **Veterans Employment Opportunities Act of 1998:** Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- **Transfer eligibles:** current permanent, competitive non Army Federal employee.
- **Reinstatement eligibles:** Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation, exceptions 5 CFR 315.201(b)(3).

Duties: Serves as the principal clerical and administrative support position in an independent Resident office responsible for the accomplishment of all work of an administrative or clerical nature. Work may be individually performed or may involve directing the work of one or two employees of lower grade. Ascertains requirements, adapts procedures, trains clerical personnel, prepares reports and performs and/or supervises all phases of administrative and clerical services within an organization of professional, sub-professional and clerical employees. Responsibility for the administration of the office requires the application of a good working knowledge of the organizational structure, functions, programs and priorities of the Resident Office, District administrative reporting requirements, etc. Is responsible for establishing procedures for the handling of all administrative matters, assuring efficient and timely operation of these procedures in the office. Establishes, organizes and supervises the maintenance of files and records covering such items as drawings, specifications, manuals, reports, estimates and property records. Prepares or directs the preparation of recurring, non-technical reports required under monthly suspense for Various District elements (i.e., LMO, Construction Division, Safety, Finance and Accounting). Prepares and submits to the District Office all personnel forms and reports required. Maintains time and attendance records, up-to-date employee record cards, copies of current job descriptions, and performance appraisals. Maintains property control files and is responsible for the acquisition, purchase, maintenance of all office supplies and equipment. Using office automation equipment, makes all administrative arrangements for the quarterly briefings by the District Engineer. On a monthly basis, monitors expenses of the Resident Office against authorized supervision and administration (S and A) funds to identify and report variations in excess of accepted funding limitations. Performs and/or directs miscellaneous duties for the Resident Engineer and staff. Supervises the processing of incoming and outgoing mail. Performs other duties as assigned.

Qualification Requirements:

GS-05:

One (1) year specialized experience equivalent to at least the GS-04 grade level.

OR

Successful completion of four (4) years above the high school level. Education must have been obtained in an accredited business, secretarial or technical school, junior college or university.

GS-06:

One (1) year specialized experience equivalent to at least the GS-05 grade level.

SPECIALIZED EXPERIENCE: Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position and that is typically in or related to performing a variety of administrative and secretarial duties to include record maintenance, time and attendance and travel regulations.

IN ADDITION TO MEETING THE ABOVE QUALIFICATIONS:

Applicants must show the ability to type 40 words per minute typing speed. Applicants may meet this requirement by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management, local office, or by self-certifying their proficiency.

Selective Placement Factors/Knowledge Skills and Abilities (KSAs): KSAs not required. Applicants will be rated against the Resumix Job Search Criteria.

Standard/Other Requirements/Instructions on How to Apply:

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
3. Management has the prerogative to select at any grade level for which this position has been announced.
4. If qualified based on education, selectee must provide official transcript.
5. Permanent change of station (PCS) funds will not be authorized.
6. Selection for this position is contingent upon proof of U.S. citizenship.
7. Direct Deposit is **REQUIRED**: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct

Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

8. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.

9. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

10. Candidates must meet Time-in-grade requirements (if applicable).

11. BASIS OF RATING: Basic eligibility will be determined by assessing the candidate's background against the appropriate OPM Qualifications Standard to include any selective placement factors. Candidates will be rated based on an evaluation of the extent and quality of their experience, education, and training as provided in their Resume. Candidates who meet the Basic Qualification Requirements will be further evaluated on the skills they possess or the extent and quality of skills for Delegating Examining that are directly related to the job duties as described in this vacancy announcement.

WHO MAY APPLY? Please refer to the specific vacancy announcement's Area of Consideration to determine if you are eligible to apply for this position. If you are eligible to apply, follow the procedures for How to Apply.

HOW TO APPLY

Submit the required documents to the address listed under Where To Submit Package:

1. If you are currently serviced by the Northeast Civilian Personnel Operation Center, you must have a Resume on file with our office to self nominate. If you are submitting your Resume in response to this announcement, please note you will also need to submit a self nomination. For assistance, you may contact your local Civilian Personnel Advisory Center.

2. If you are not currently serviced by the Northeast Civilian Personnel Operation Center, you may self nominate if you have a Resume on file submitted within the last year. If you have not submitted a Resume within the last year, you must submit a Resume and follow the procedures 2a-2b listed below.

2a. RESUME. In order to receive consideration, your Resume must be prepared in the format described under Resume Format. It must contain all of the required information. Your Resume can not exceed three pages.

2b. Supplemental Data. Provide the following information on a separate sheet of white bond paper, 8.5X11. An asterisk (*) denotes a required field. This required information

must be submitted with your resume. Your resume will not be processed without it.
*Name; *SSN; *Date of Birth; *Indicate Citizenship (U.S. Citizen, Local National, Non U.S. Citizen); *Are you a current permanent Federal civil service employee? (Yes/No); Are you a current permanent civil service employee of the Department of the Army? (Yes/No); If yes indicate the Civilian Personnel Operations Center (CPOC) that services your position (Northeast CPOC, North Central CPOC, South Central CPOC, Southwest CPOC, West CPOC, Pacific CPOC, Europe CPOC, Korea CPOC); Highest Federal civilian grade held on a permanent appointment (Pay Plan and Grade, years). *List all special appointing authorities that apply: (See Announcement's Area of Consideration to determine your eligibility to apply)

In-service Army eligible
30 percent Disabled Veteran
VRA eligible
VEOA eligible
EO 12721 eligible
Transfer eligible
Reinstatement eligible
ICTAP eligible
Person with Disabilities eligible
DCIPS/CIPMS Interchange eligible
NAF Interchange eligible
Other Interchange Agreement
specify: _____
Outstanding Scholar eligible
Non Status eligible
DCIPS employee applying for DCIPS
Student Employment
Summer Employment
Military spouse pref eligible
Family member pref eligible
Family member no pref eligible
Reemployment Annuitant

Race and National Origin (OPTIONAL):

American Indian or Alaskan Native, Asian or Pacific Islander, Black, not of Hispanic origin, Hispanic, White, not of Hispanic origin, Asian Indian, Chinese, Filipino, Guamanian, Hawaiian, Japanese, Korean, Samoan, Vietnamese, All Other Asian or Pacific Islanders, Not Hispanic in Puerto Rico; Gender (OPTIONAL): Male/Female.

Provide the following information only if you are interested in overseas positions:

Sponsor (Active Duty Military, DOD Civilian USA Hire, DOD Civilian Local Hire, Contractor Employed US Citizen, Self-I am the Sponsor, No affiliation with US Forces Europe); Specify Relationship to Sponsor (e.g. spouse, child); Sponsor's DEROS (MM/DD/YYYY); Do you hold dual nationality with any country outside the USA (Yes or No)?; If yes, which country?; Do you currently hold a work permit for any countries outside the USA (Yes or No)?; If yes, please specify those countries for which you hold a

work permit?; Date of arrival in host country (MM/DD/YYYY); Are you presently living in host country without affiliation with US military forces or civilian component (Yes or No)?; Are you currently on Leave Without Pay?; If yes, please enter (MM/DD/YYYY).

***SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** If you are a displaced Federal employee, you may be entitled to receive special priority consideration under ICTAP. ICTAP eligibles must be rated well qualified for the position to receive consideration. A well qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position. A minimum rating score of 80 is required for Delegating Examining positions. Federal employees seeking ICTAP eligibility must submit proof they meet the requirements of the 5 CFR 330.704. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Do not submit documents when you apply. You must provide documents within 3 days after a tentative job offer is made. NOTE: If you wish to be considered through this program, please mark (ICTAP) clearly on the SUPPLEMENTAL DATA FORM.

Resume Format (Rules):

Follow these rules when preparing your Resume. Your Resume must not exceed three pages. TYPE your Resume or use a word processor, ensuring it is clear and legible. HANDWRITTEN OR FAXED Resumes will not be accepted. Use a minimum margin of 1 inch on all sides of your printed Resume. Use a COURIER font, 12 point. You may use all capital letters for section headings. Do not staple, fold, bind, or punch holes in your Resume. Do not use vertical lines, horizontal lines, graphics and boxes. Do not use two-column format or resumes that look like newspapers. Do not use fancy fonts such as italics, underlining, or shadows. Do not use acronyms or abbreviations, other than to describe type of systems used. Do not submit your Resume on colored paper. Do not submit any documentation not specifically requested. Do not submit a SF171 or OF612.

SAMPLE RESUME/FORMAT:

Francine T Rex (Full Name)
186 Southeast Ave (Home Mailing Address)
Aberdeen MD 21001
410 272-7119 H (Home phone number with area code)
410 273-1110 W (Work phone number with area code)
DSN 555-1110 (DSN phone number, if applicable)
SSN: 198673021 (Do not insert dashes between numbers)
Source: EXT or INTXXX (**see Source Code listing below)
Highest Permanent Grade and Dates Held: GS-201-12, 04/01/92-01/01/93 (Pay Plan, Series, Grade, Dates (MM/DD/YY format))
Typing: 70 WPM (use exact speed)
Steno Dictation Speed: 120 WPM (use exact speed)

EXPERIENCE: When describing duties include: Start and End dates (MM/DD/YY); Hours Worked Per Week; Position Pay Plan, Series, Grade (If Federal Civilian Position); Current Salary (If experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade); Employer's Name and Complete Address; Supervisor's Name and Telephone Number; All Major Tasks (Include in your description any systems you have worked on, any software programs you have used, any special programs you have managed, any regulations, directives, etc. you have used, any other job-related information you would like to include.)

EDUCATION: Give your highest level of education completed. If degree completed (e.g., AA, BA, MA) list your major field of study, name of school, year degree awarded and your GPA. **NOTE:** Resume must include courses and semester/quarter hours for positive education requirement positions. If your highest level was high school, list either highest grade completed, year graduated, or date your GED was awarded. **SPECIALIZED TRAINING:** List training courses you have completed and consider valuable and relevant to your career goals. Indicate dates and length of training.

LICENSES, CERTIFICATES, AWARDS, and OTHER INFORMATION: List professional licenses/certificates, including date(s) certified and state, language proficiencies, professional associations, awards, and any other pertinent information.

3. **SELF NOMINATION.** To self nominate, give your Name; SSN; Announcement Number; Position Title, Pay Plan, Series, Grade of the Position you are applying for; Work and/or Home Telephone Numbers; lowest acceptable grade/salary; and typing and/or steno dictation speed words per minute (if applicable). If the position has a mandatory education requirement, please certify as to whether you meet the requirement. Availability for full-time, part-time, temporary, intermittent, shift work (if applicable, please indicate yes or no to each). Geographic location codes, occupational specialty codes (list if applicable). See Where to Submit Package for self-nomination address.

Where to Submit Package:

1. If you already have a Resume on file and are submitting a 'Self Nomination', send your self nomination information to:

Mail: Northeast CPOC, Resumix Project Office, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

E-Mail: selfnom@cpocner.apg.army.mil, subject: selfnom (Do not send the Self-Nomination as an attachment, just include the requested information in the body of the e-mail. Attachments will not be accepted.)

FAX: Commercial (410) 306-0229 or DSN 458-0229

2. If you do not have a Resume on file and are submitting a 'Resume' and 'Supplemental Data', send them to:

Mail: Mail your three page Resume and your Supplemental Data Information to: Northeast CPOC, Resumix Project Office, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

E-Mail: Do not send your Resume as an attachment, just include the resume in the body of the e-mail. Attachments will not be accepted. Include your Supplemental Data Information at the end of your email message. The supplemental data is not considered part of your three page Resume. Place the word Resume in the subject line and E-mail to: resumes@cpocner.apg.army.mil.

3. Unless specifically stated in the merit promotion announcement, do not submit the following documentation supporting your status/eligibility when submitting a resume: SF15s, DD214s, current VA letter establishing disability, copies of SF50s to reflect employment status, transcripts for verification/crediting of education and licenses/ertificates. Verification of eligibility for these claims will be done only on the selectee who must provide copies of any required documents within three days after tentative job offer when requested for the documents is made.

IN ORDER TO RECEIVE CONSIDERATION, YOUR RESUME, SUPPLEMENTAL DATA, AND SELF NOMINATION INFORMATION (IF APPLICABLE) MUST BE RECEIVED BY THE CLOSING DATE (UNLESS OTHERWISE SPECIFIED IN THE ANNOUNCEMENT).

To check the status of your resumes and self-nominations go to <http://cpol.army.mil> (Army Civilian Personnel Online), click on Employment, click on Answer.

****SOURCE CODES:** Select the appropriate source code from the listing below and enter on your Resume.

INTXXX - permanent status employees currently serviced by the Northeast Civilian Personnel Operation Center (NECPOC). Select your servicing Civilian Personnel Advisory Center (CPAC) source code.

EXT - employees serviced by a different Army region (i.e. SECPOC - Fort Benning, NCCPOC - Rock Island, etc), employees of other Federal agencies, term employees, temporary employees and applicants who have never worked for the Federal Government.

Source Code	Area Covered by Code
EXT	EXTERNAL Candidate
INTAAA	ARMY AUDIT AGENCY
INTADE	ADELPHI, MD
INTAMC	HQ ARMY MATERIEL COMMAND
INTAPG	ABERDEEN PROVING GROUND, MD
INTATL	CORPS OF ENGINEERS, NORTH ATLANTIC (EUROPE)
INTBAL	BALTIMORE DIST COE, MD
INTBUF	BUFFALO DIST COE, NY
INTCAR	CARLISLE, PA
INTCHA	LETTERKENNY, PA
INTDET	DETROIT DIST COE, MI

INTDTK	FORT DETRICK
INTDIX	FORT DIX, NJ
INTDRU	FORT DRUM, NY
INTENG	NEW ENGLAND COE
INTHOF	HOFFMAN
INTMON	FORT MONMOUTH, NJ
INTMTC	MILITARY TRAFFIC MANAGEMENT COMMAND
INTNAT	NATICK, MA
INTNOR	NORFOLK DIST COE, VA
INTNYC	NY DIST COE, NY (INCLUDES NADO)
INTPHI	PHILA DIST COE, PA
INTPIC	PICATINNY, NJ
INTPNT	PENTAGON
INTTOB	TOBYHANNA, PA
INTWAV	WATERVLIET, NY
INTWES	WEST POINT, NY

ARMY CIVILIAN PERSONNEL ON-LINE: For more information on How to Apply and to submit Resume or Self Nomination visit the Northeast Region Civilian Personnel Operations Center's Home Page on the internet. The address is: <http://cpolrhp.army.mil/ner>, click on Employment Information, and then click on Resumix Kit for Employees. The kit can also be obtained from any of the Northeast Servicing Civilian Personnel Advisory Centers (CPACs).

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status except where specifically authorized by law, age, politics, disability, or sexual orientation which do not relate to successful performance of the duties of this position. Reasonable accommodation to individuals with disabilities will be provided upon request.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.